

PERSONNEL OFFICE SURVEY REPORT

I. ORGANIZATIONAL LOCATION

- A. Office of Communications
- B. Administrative Staff
- C. Personnel Branch
- D. Domestic Section
- E. File Unit

II. BRIEF FUNCTIONAL STATEMENT - Including Reporting Authority, Number of Personnel Currently Assigned to Component and Proposed Personnel Requirements

The File Unit is under the supervision of the Chief, Domestic Section and is functionally responsible for:

- A. Maintenance of Office of Communications personnel folder files.
- B. Maintenance of general subject matter files for the Administrative Staff.
- C. Control and distribution point for all incoming and outgoing correspondence, cables and pouches for Administrative Staff.
- D. Providing the messenger service for the Administrative Staff.

There are two people currently assigned to this Unit; namely, [REDACTED] Unit Chief (on leave), and [REDACTED] (Military - pending discharge). The proposed Table of Organization request submitted by Office of Communications for the File Unit provided for three positions.

II. DETAILED FUNCTIONAL RESPONSIBILITIES CURRENTLY ASSIGNED TO THIS ORGANIZATIONAL COMPONENT

A. Maintains the Office of Communications personnel folders. A review of a typical personnel folder indicated that it is broken down into six sections:

- 1. Entrance on duty papers received from Personnel Division (Covert) and completed in Office of Communications Processing Unit.
- 2. Personnel Qualifications Questionnaire, copies of effective Personnel Actions received from Personnel Division (Covert) and when necessary, pending personnel actions processing in Personnel Division (Covert).

[REDACTED]

3. Travel Orders, Requests for Travel Orders, and Travel and Per Diem Vouchers (copies).

4. Personnel Evaluation Report, Training Evaluation, Promotion Recommendations, Letters of Commendation, Career Service Board Recommendations.

5. Cables and Pouches.

6. Miscellaneous (Biographical sketches, [REDACTED] leave requests, and other pertinent data).

25X1C4a

These files are maintained for convenience sake and for use in the event of unavailability of Official Agency personnel file. They are used for developing biographic sketches of employees needed by the Career Service Board and similar data which is transmitted to field area chief when employees are assigned to a specific area; used by the Career Service Board in reviewing cases since the Office of Communications personnel folder has certain highly personal data pertaining to employees which is not included in official Agency personnel folder, and for obtaining information necessary in preparing personnel action requests (Form 52).

B. Maintains administrative subject matter files for the Office of Communications Administrative Staff. This serves as a central repository for the Administrative Staff and enables other components of the Staff to use the files.

C. Processes all incoming and outgoing correspondence, memoranda, pouches and cables for the Administrative Staff of the Office of Communications. This includes the maintenance of various logs, such as pouch logs, cable logs, and personnel actions.

The cable and pouch logs include the following information:

1. Central Intelligence Agency Control number.
2. Source
3. Date and number of document
4. Subject
5. Routing

Incoming material for the Administrative Staff is received from the Office of Communications Registry and is routed internally by the File Unit. The File Unit reviews incoming mail and determines the routing of such mail on the basis of the subject matter.

-2-

~~SECRET~~

SECURITY INFORMATION

D. Provides the messenger and courier service for the Adminis-

25X1C4a

E. Maintains chronological files on outgoing pouches. This is complete and is used for reference by all segments of the Administrative Staff.

F. Maintains a log of all S. F. 52's sent to Personnel Division (Covert). This log is broken down by "Nature of action" and contains the following information:

1. Name
2. Date sent to the Personnel Division (Covert)
3. Routing
4. From -----
5. To ----

This log serves as a control sheet on actions sent to the Personnel Division (Covert).

G. Maintains a log of official personnel files, both applicant and employee, received from and returned to Personnel Division (Covert). Serves as the central point for the requests of official personnel folders from Personnel Division (Covert).

H. Checks kardex records to determine location of employees and distribution of personal mail of such individuals who have transferred, i.e., from [REDACTED] to Headquarters or from Headquarters to field, to insure that subject concerned receives, in a minimum length of time, his personal mail.

25X1A6a

I. This unit also maintains control of supplies for the Administrative Staff. Courier is called upon daily to make trips to the supply room for the drawing of various supplies.

J. Responsible for the control of the Administrative Staff "Suspense List." This list includes all Staff cables and pouches requiring expeditious action. A continuous check with individuals charged with cable or pouch is necessary to see that action has been initiated and to insure that the list is always at a minimum.

-3-

SECRET
SECURITY INFORMATION